

M E M O R A N D U M

#04-21a

TO: All State Organizations

FROM: Trisha L. Neely, Director

DATE: June 21, 2004

**SUBJECT: CORRECTION TO ACCOUNTING MEMO #04-21-FY 2004 YEAR
END PROCEDURES**

Please disregard attachment "A" of the Fiscal 2004 Year-End Procedures memo. It no longer applies. Instead, please complete the revised Attachment A as a result of Accounting Memo 04-14, Internal Controls.

Sorry for the confusion.

MEMORANDUM

TO: Director
Division of Accounting
Suite 3, Thomas Collins Building
Dover, DE 19901
D570C

FROM:

DEPARTMENT:

DIVISION(S):

DATE:

SUBJECT: **Monthly Certification of Internal Controls**

I certify to the best of my knowledge and belief, that for _____Month/Year_____:

1. There were no deficiencies that arose which could adversely affect this agency's ability to record, process, summarize and report financial data and we have identified no material weakness in internal controls.
2. The transactions have been properly reviewed and authorized prior to processing to ensure the proper delivery and receipt of goods/services.
3. Appropriations reflect accurate charges and all discrepancies identified have been corrected.

SIGNED:

Chief Financial Officer